



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

March 07, 2024

ADDENDUM # 1

RFP Number: 0475

RFP Receipt Date: March 22, 2024 at 3:30 pm

To Provide Consulting Services for Hazard Mitigation Assistance (HMA) Application Development and Grant Management for the Jefferson Parish Department of Floodplain Management/ Hazard Mitigation

CLARIFICATION:

QUESTION:

1. Should all listed positions be filled by different individuals or can staff members fill multiple roles? If so, is there a limit on the number of roles they can fill?

ANSWER:

Staff members can fill different roles, depending on the task that is given. All cost categories should be filled in on the cost sheet. The organization chart should show which person(s) will fill the role(s).

QUESTION:

2. Will the Parish allow the company equivalent of a Corporate Resolution in lieu of the form provided?

ANSWER:

Yes as long as it provides written evidence of the authority of the person signing the RFP.

QUESTION:

3. Please confirm that the Estimated Year One hours are for evaluation purposes only and not indicative of the actual hours expected to work.

ANSWER:

Estimated Year One hours are for evaluation purposes only.

QUESTION:

4. Per RFP Section 1.13, is the contractor required to provide written requests for any/all project staff, or only for Key Personnel?

ANSWER:

The contractor will be required to provide written requests for any project staff changes.

QUESTION:

5. In RFP section B. Qualifications and Experience it states *“Detailed description of firm’s years of experience (minimum requirement of 8 years’ experience) in the application development...”*

ANSWER:

Section B should highlight firm’s overall experience in application development.

QUESTION:

6. In RFP Part IV – Evaluation, 4.1 Evaluation Criteria, A, iii it states, *“Specific Experience – equal or larger scope of work services are either currently being provided or provided in the past (2) years.”*
For our project experience, please clarify for what period of time we should present projects to achieve proper consideration under the evaluation criteria. Projects that only have been performed over the last two years or projects that have been performed in the last two years and up to 8+ years?

ANSWER:

Evaluation 4.1 should be specific to project experience performed in the last two years as it relates to this RFP’s scope of work.

Sincerely,

Donna M. Evans
Purchasing Specialist II

Proposer shall acknowledge all addenda on the RFP Signature page. Proposer acknowledges receipt of this addendum on the signature page by indicating the addendum number listed above. Failure to list each addenda number on the RFP signature page could result in being considered non-responsive.

This addendum is a part of the contract documents and modifies the original RFP documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

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